

**CHATTANOOGA–HAMILTON COUNTY BICENTENNIAL LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE**

MINUTES

BOARD MEETING – SEPTEMBER 28, 2010

4:30 P.M.

The Board of Directors of the Chattanooga–Hamilton County Bicentennial Library met on September 28, 2010, at 4:30 p.m., in the Board Room with Mr. David Turner presiding.

The following members were present: Herb Cohn
Andy Derryberry
Mary Lou Drazich
Mai Bell Hurley
Pat Kelley
Doris Kelly
Chrystal Partridge
Paul Starnes
David Turner
Barbara Wofford

Also present were Steve Keown, Friend's Treasurer; David Clapp, director; Eileen Johnson, fiscal coordinator; Andria Davis, community relations coordinator; and May Langmann, administrative assistant.

APPROVAL OF THE MINUTES OF THE AUGUST 17, 2010, BOARD MEETING:

Mr. Paul Starnes moved that the minutes of the August 17, 2010, meeting be approved, Mrs. Pat Kelley seconded the motion and it was unanimously approved and carried.

RATIFICATION OF THE APPROVAL OF THE MINUTES OF THE JUNE 15 AND JULY 20, 2010, BOARD MEETINGS:

Ms. Mary Lou Drazich moved that the approval of the minutes of the June 15 and July 20, 2010, meetings be ratified. Mrs. Doris Kelly seconded the motion and it was unanimously approved and carried

TREASURER'S REPORT:

Ms. Mary Lou Drazich reviewed the August financial statement.

Income:

We received our appropriations from the City for two months and from the County for three months. This is due to both City and County approving their budgets.

Under Gifts and Donations of \$20,162.00, \$20,000 of that is a gift from Commissioner John Allen Brooks of which we are very grateful. Everything else in on track.

Expense:

No unusual expenditures for the month.

On-Demand:

We had receipts of \$3,921.00 for the month. We purchased items in the amount of \$741.47 and have a net income of \$3,786.22.

FINANCE COMMITTEE REPORT:

Ms. Drazich reported that the Finance Committee met on Tuesday, September 7, to review the proposed revised budget for 2010/2011. They reviewed the changes to the expenditures which resulted in a reduction in Salaries & Wages, Utilities, Periodicals and Books. Fringe Benefits were reduced except for Pension that went from 7.5% to 9.08%. The committee talked about the CD and whether we should renew that CD or take the proceeds at maturity which the committee agreed to take to have that money available if we needed those funds to replace an elevator.

Ms. Mary Lou Drazich moved on behalf of the Finance Committee that the Board approve the proposed revised budget for FY 2010/2011 in the amount of \$5,891,202.00

Mrs. Mai Bell Hurley asked if we had adjusted the hours. Mr. Clapp said no, we did not. She asked if we gave any salary increase and Mr. Clapp said no.

Mrs. Doris Kelly seconded the motion and it was unanimously approved and carried.

FRIENDS' REPORT:

Mr. Steve Keown, the Friends' Treasurer, informed the Board that he was sitting in for Mrs. Kim Fahs who is now in North Carolina. He said there are two things coming up that the Friends are involved in. October 17-23 is the Friends of the Library Week. The Friends will be focusing on several things that week primary of which is the honoring and celebration of the members involved here that work with the Friends. They did media releases, they will sponsor some free local author readings at the downtown library and various branches where people can participate in. They also have a program going where they gave seed money to the branches. They gave the branches money to buy some Friends book bags. Each branch will sell those at a profit and the Friends are allowing them to keep the profit for use at that branch. They will also be promoting membership renewals during that week.

The second thing coming up is the annual meeting on November 12. Their featured speaker is Catherine Landis, who recently released a youth-level book about the author Harper Lee. Mr. Herb Cohn said several people have heard this speaker and say not only is she a prolific writer but she is also an excellent speaker so he thinks we are in for a treat. The noontime meeting takes place at the Theater Center. Mr. Cohn said this speaker has a power point presentation and they are trying to incorporate getting the auditorium and inviting some students from Hamilton County schools to have the opportunity to hear her. The Friends of the Library does a great job both in fundraising and in providing programs for the community, he added.

In reply to Mr. David Turner's question, Ms. Andria Davis said the Friends will have a book sale in the downtown auditorium December 9-11. Mr. Clapp said they are also talking about another book sale at Eastgate. Dates have not been set for that yet.

Mr. Keown said the Friends are starting to do their budget before the annual meeting. They will be soliciting input from various people. They have been basically collecting more than they budgeted for. They have accumulated a lot of money. Their purpose is not to hold the money but find ways to benefit the library. Mr. Cohn told Mr. Keown that just like last year, he requests a donation to the Friends' Endowment. When asked, Mr. Keown and Ms. Davis said there is around \$260,000 in the Friends' account. Mr. Turner asked what part of that is *ClubLib* money?

Mr. Keown said it is about 50/50 – about \$100,000 *ClubLib* and \$100,000 unrestricted. Mr. Turner said that money really needs to be dispersed; this money must not be made to just sit there. Mr. Keown agreed and said the Friends should keep some of the money but if there are needs, the library should make it known. *ClubLib*'s fundraising for every year has a purpose so that must be adhered to. Ms. Davis said one of the reasons it is so high right now is because we have \$59,000 in current sponsorships of *ClubLib*.

Mr. Clapp wanted to clarify that there is about \$50,000 for the Local History Department from last year that is for digitizing content. Mrs. Mary Helms is working on a plan for these funds. We also have a senior coordinator position that is funded by another *ClubLib* and she is spending the money for things like automated carts for people who are handicapped so that, if they come in the building on crutches or something like that, they would be able to get around. Another means of working with seniors is the memoir program which was hugely successful. So, it is being spent but it is being spent to maintain programs over as long a period as possible.

Mrs. Hurley said the Friends do a fantastic job but she is thinking of what happens sometimes with auxiliaries that decide to become very independent organizations. She is not saying that this particular Friends' organization is like that but wonders if we have a policy in place if something like that happens. It seems they need to have recommendations from the Board about how to spend the money. Mr. Keown said he does not think they have any issues that everything they raise is for this library. Mrs. Hurley said she just thinks there should be a policy in place to guide future members. Mr. Keown said he thinks the Friends' charter bylaws address that. He mentioned there was an issue earlier in his administration as treasurer on what the proper protocol was in getting the money out because they are an independent board so they have to be autonomous legally and structurally.

Mr. Turner said that having attended meetings with Ms. Davis and her volunteer staff who are very enthusiastic and energetic people who think their money, even though the checks are made to the Friends, feel very strongly that the money will be used to purchase books for seniors or children or for whatever purpose the fundraising is. Mr. Keown agreed and said the Friends' job is to make sure that happens. Mr. Turner and Mrs. Hurley both reiterated that they trust Mr. Keown and the Friends and Mrs. Hurley said what she said earlier does not question that. She was just talking about sometime down in the future when others might not think quite like the Friends do today. Mr. Keown said that is all the more reason not to accumulate something that would be tempting for someone.

Mr. Turner thanked Mr. Keown for his report.

DIRECTOR'S REPORT:

Mr. Clapp asked if anyone had any comments about his Director's Remarks which were emailed to the Board earlier. He said the main thing is we are doing very well; we are above last year at this time and some of the discussion last year was about the fact that we were operating under the old priorities up until October of last year but we are still doing better than we did last year under the new priorities. Northgate is doing extraordinarily well and part of his report is why that location does as well as it does. For automation, we have now had two presentations from vendors. The one we had last week was outstanding; it really wowed the staff. Not only is it an excellent automation system but it is the third lowest of the cost of the different systems that were available to us so we are expecting that we have some good choices that will keep our budget for this down around \$300,000 for what we need and that it will enable us to do anything that we would like to do.

We worked out what we can do with staff. There have been some discussion that we would need to cut hours downtown in order to expand hours in the branches but we worked through various details with staff and our expectation is that we will be able to increase hours to 5 days a week in the branches as of the beginning of November without reducing hours downtown. That is what we will strive to do.

Mr. Cohn told Mr. Clapp he had a phone call this past week from someone he worked with on another project. This person had heard the rumor that Northgate would be moving to another building and she was just upset about it. Mr. Cohn told her there had been a lot of discussions but nothing has been decided. She thought that the location of the Northgate library was a prime location. Mr. Cohn asked Mr. Turner if there was any truth to that rumor. Mr. Turner said he thinks we have a sales job to do with Mayor Littlefield about that. Mr. Clapp and Mrs. Eva Johnston are going to focus on this because there are ALA statistics that indicate that the libraries that do the best are the ones located closer to commercial districts as opposed to residential districts. However, in his meeting with Mayor Littlefield, his hierarchy of goals is Brainerd first, Northgate/Hixson second, and downtown office third. Yes, the mayor does have a site in mind. It is an old school far away from the commercial area. It is the old Hixson Middle School. Mr. Turner believes if we provide Mayor Littlefield with enough information from ALA that he can be swayed. So, he told Mr. Cohn, it is more than a rumor; it is in the mayor's mind. He thinks it is our task to convince him that we want to be in a more commercial area where there is more activity. Mr. Cohn talked about how ideal the present Northgate location is, what is close to it, etc. He asked what the mayor's reason for moving Northgate – just the availability of a building? Mr. Turner said yes. Does this mean we would not get the proceeds of the Northgate library? We would lose the Northgate location? Mr. Turner thinks we will not get the proceeds. Mr. Paul Starnes said he is not sure the old high school building will be structurally suitable for a library. It would take a whole lot of doing to fix it. There are a lot of wooden floors there and he doubts there is a lot of support under those that would carry many shelves with library books in that building. Mr. Clapp agrees with Mr. Turner that it is a sales job to indicate why this is not a good decision for the City or the County or the people who are using the library now. It is used by people from the south of the river as well as from the north of the river. Mrs. Hurley asked if the mayor is not saying keep Northgate as a library and also have one there? Mr. Clapp said no. There was an article in the Hixson Community News from Councilwoman Pam Ladd talking about this. Mr. Turner does not think Ms. Ladd is "pushing" it and Ms. Drazich wondered by Ms. Ladd's constituents know this. The people that frequent that library are pretty vocal, she said. Replying to a question from Mrs. Pat Kelley, Mr. Clapp said this school has been empty for a few years now. Mrs. Kelley thinks it would be an enormous expense to have that school ready for occupancy as a library. She thinks it would be cheaper to renovate the Northgate library. Mr. Clapp said there are two good arguments. One is that we own a considerable part of the parking lot behind the Northgate library and if it was ever renovated in a way to expand space, we would have more parking than we already have and a larger building there in an ideal location, but it would be some expense. The other part is, over the long term, this is going to increase City and County operating costs while dramatically reducing service if they move to this residential area and that is not a good answer for anybody. That is the argument that needs to be made against doing that kind of thing because School Road serves primarily a couple of subdivisions off of Grubb Road. Lower Mill Road, and Mill Road. Some people living on those roads pass the old school to connect with Gadd Road and Old Hixson Pike. Others have no reason to go that route. If we are serving, as we are now, the whole northern part of the County and areas around Highway 153 south of the river, people are not going to know how to get to this residential area who were using Northgate before. It will be somewhat like Ooltewah/Collegedale serving a few communities near Apison Pike but not a wide section of eastern Hamilton County.

Mr. Cohn pointed out that Mr. Turner said Brainerd is the mayor's first priority and Northgate would be way down the pike and it will be long after the mayor's term is over. The Board agreed that that is a good point.

Dr. Chrystal Partridge asked Mr. Clapp about the Eastgate lease that is supposed to expire November 1. In what increments can we continue to lease that space? Mr. Clapp said it is his understanding that they will give us a 6-month extension. Mr. Turner said that when he and Mrs. Eva Johnston and Ms. Davis met with the man from the City, he gave them the impression that it will be renewed monthly forever. This man is Danny Thornton. He is with the Manager of Real Property for the City.

Ms. Drazich asked Mr. Clapp if there are any new developments at Eastgate. He replied that at the District 6 meeting they said there would be some sort of historical section of that building but that remains undefined. The DAR that had originally proposed an interpretive center near this library/Brainerd Mission complex does not have the money to staff a museum. They were thinking more of passive markers identifying the importance of the Brainerd Mission and where it was located, not a staffed location. When this building was selected as the site, it was supposed to be part museum and part public library but there is no museum to put in part of this building. Mr. Clapp stated that the land swap was finalized last August. Mr. Turner said that Danny Thornton has been interviewing lighting and electrical people to do the work. It is a total of 35,000 square feet which is much more than we need.

Mr. Turner mentioned a meeting he attended at Arctect with the architect that the City has contacted to design the library in this space. Mr. Mike Lane has been the architect responsible for the Brainerd overview, the whole complex, and he is the one providing vision and graphics to Carol Berz to present at her District 6 meeting. Mr. Turner said he was very candid about what the library's needs are: reinforced floors, wiring for computers, etc. Carol Berz was very supportive. This is not her original dream which was four buildings – a museum, interpretive center, library, and something else, but he thinks she has bought into this. She wants the library to take the lead. Mr. Turner thinks Carol Berz was fairly accepting that Local History has documents, not artifacts, which must be climate-controlled. Mr. Clapp told the Board that originally there was supposed to be a 50,000 sq. ft. archive which was essentially the Local History department moved out to Brainerd with its own parking serving the whole Local History department and a Brainerd branch and this DAR interpretive center and a fountain. In fact, Mr. Turner said, Carol Berz called it a "campus". Some of the Brainerd Village property was to be part of the original Brainerd Mission complex.

Mrs. Hurley asked whatever happened to Ken Defoor's project? Mrs. Pat Kelley said that the last she heard, until he gets some more support from business, it is not going anywhere. Presently there are only two tenants in the development. She believes the depressed economy has really affected this development.

Mr. Turner said that at some point during the past few weeks, Danny Thornton came into the library and observed non-working elevators in a city building and began to fire emails around. In our capital budget requests for the last 4 years to the city and county, we have requested funds to repair the elevators. Nothing was ever approved. Upon receiving copies of these emails, Mr. Turner scheduled a meeting with Mayor Littlefield to tell him face-to-face we have a public building that is entered by elderly people, infirm people, mothers with strollers, etc. and they need to get to the upper floors. Mayor Littlefield said that subject to County approval, the City will get it fixed immediately. Mr. Turner called Mayor Claude Ramsey and Mr. Louis Wright and they moved faster. We will be meeting with the County Commission on Thursday morning, September 30, to present our need to the commission. He told Mr. Wright what Mayor Littlefield said. Mr. Turner said the County is very supportive so he thinks the elevators will be fixed fairly soon. Mr. Clapp said we estimate about \$180,000 to fix both elevators. Mr. Turner reminded the Board that this building was built in 1976 so it is 34 years old. A lot of the parts of these elevators are not manufactured any longer. Mr. Clapp told the Board that an engineer told him these are the oldest elevators in Chattanooga. Mr. Clapp described the fix that will be done to the motors of the elevators and about the mooring issue. While the elevators are being fixed, they will be fixed one at a time. There will always be one elevator working while the other is being fixed. The cabs of the elevators will not be changed; they are not the problem.

Mr. Clapp told the Board the one cost we need to know about is what the month-to-month lease is going to be for Eastgate because, depending on how long it takes, if it is higher than our previous lease, it could directly affect our budget. Mr. Cohn said if that is the case, Board members need to sit down with Henry Luken and tell him the issue. Mrs. Hurley said Mr. Luken's present representative is very approachable and accommodating. She gave the Chattanooga Symphony a very good deal when the symphony moved to the Tivoli Center. They are trying to get people to occupy their properties rather than leave.

CLUBLIB:

Mrs. Andria Davis reported that the invitations should be in the mail this week. We have \$59,000 in sponsorship money of which \$58,000 has already been collected. We have over \$2,000 in wine-tasting ticket sales and over \$2,000 in event ticket sales which is pretty good for this time. Everything is going well. It will be a lot of fun. We are including a costume contest for best individual, best couple, best group. The 3rd floor will be VIP only.

This year's *ClubLib* is raising money for the Children's department renovation and new interactive educational station. We have a large auction this year of over 100 items and more coming in. The auction will be in the auditorium.

There were no other comments or discussions. Mr. Turner adjourned the meeting at approximately 5:15 p.m.

Pat Kelley
Secretary